

# **GEORGETOWN CHARTER TOWNSHIP**

## **PERSONNEL POLICIES AND PROCEDURES MANUAL**

**June 8, 2009**

**Revised February 28, 2011  
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I, Del South, Clerk of Georgetown Charter Township, do hereby certify that this Manual was adopted at the regular Board meeting held June 8, 2009.

Del South, Clerk  
Georgetown Charter Township

Revision adopted at the regular Board meeting held February 28, 2011

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## DEFINITIONS

The words and phrases below have the following meanings for the Georgetown Charter Township Personnel Policies and Procedures Manual:

Applicant: A person who has filed an application or submitted a resume for employment with the Township.

Classification: A position or group of positions defined by detailed specifications as to duties, responsibilities, experience, training, and educational background and designated by a title indicative of the type of work.

Compensatory Time: Time off with pay, granted by the Township in lieu of overtime compensation.

Continuous Service: The time actually spent on the active payroll of the Township or on an approved leave of absence since the employee's last hiring date.

Exempt Employee: A Township employee who, because of his/her duties and responsibilities and salary is exempt from the overtime requirements of state and federal law.

Full-Time Employee: Those employees who are regularly scheduled to work at least 40 hours per week, 52 weeks per year. Full time benefits are based on full time years of service.

Hourly Employee: An employee who is paid on an hourly basis for work performed.

Immediate Family: For determining eligibility for funeral leave, immediate family refers to the employee's mother, father, spouse, children, brother, sister, and the spouse's mother and father.

Immediate Supervisor: Those persons designated by the Township Board as supervisors for certain employees.

Job Description: A written listing of a position's duties and responsibilities.

MIOSHA: The Michigan Occupational Safety and Health Act.

Minimum Qualifications: Minimum job related hiring or promotion standards for each position, established by the Township Board, which must be met by an applicant prior to placement of the applicant in the position. These standards may include education, training, licenses or certification, and experience in other Township positions or in positions outside of Township employment.

Nonexempt Employee: A Township employee who, because of his/her duties and responsibilities and/or method of compensation is not exempt from the overtime requirements of state and federal law. A nonexempt employee must receive at least minimum wages and overtime compensation as provided by state and federal law.

Normal Work Week: A normal work week refers to the number of hours an employee is normally scheduled to work for a typical work week. All benefits will be based on a normal work week.

Part-Time Employee: Those employees who are regularly scheduled to work less than 40 hours, 52 weeks per year.

Personnel Officer: A person who has been delegated various personnel duties by the Township Board.

Position: A group of current duties and responsibilities, assigned by the Township Board and specified by a job description, which requires the full or part-time employment of one person.

Promotion: The movement of an employee to a position of greater responsibility and more duties which has a higher wage rate.

Salaried Employee: An employee who is paid a weekly salary for performing the duties of their position.

Solicitation and Collections: Money or other goods collected by Township employees and others, for personal or charitable purposes.

Specially Funded Employees: Employees who are funded by a state or federal grant or program or by some means other than the regular Township general fund.

Temporary Employee: An employee who is hired for a specific project or for a designated length of time.

Township Board: The elected governing body of Georgetown Township consisting of the Supervisor, Clerk, Treasurer, and four trustees. This body is also referred to as the Board.

Transfer: The movement of an employee to a position of similar or lesser responsibility and equivalent or less duties which has the same or a lower wage rate.

## 1.0 **INTRODUCTION**

### 1.1 **Purpose.**

The purpose of this Manual is to provide general information and guidelines concerning your employment. Nothing contained in this Manual is intended to create and should not be relied on as creating any contractual commitment or other legal obligation on the part of the Township.

### 1.2 **Authority.**

The policies and procedures contained in this Manual shall take effect immediately upon their formal adoption by the Township Board. Except as otherwise provided herein, this Manual supersedes and controls all prior and existing policy statements, agreements, contracts, understandings and representations, whether oral or written, dealing with the same subject matter. The Personnel Officer or his/her designee shall be responsible for the interpretation of all personnel policies and procedures. Any exceptions to the policies and procedures will be made at the discretion of the Georgetown Township Board through the Personnel Officer.

### 1.3 **Equal Employment Opportunity.**

Georgetown Township is an equal opportunity employer whose policy is to select personnel and conduct all personnel activities without regard to religion, race, sex, color, national origin, age, height, weight, marital status, or non-disqualifying disability or any other protected classification. The Township will provide reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship. The Township will maintain a system of uniform and equitable personnel policies and procedures to assure equal treatment of all employees and applicants.

### 1.4 **Scope.**

These personnel policies and procedures shall apply to all Georgetown Township full-time, part-time and temporary employees, specially funded individuals, and volunteers, except where specifically noted. These policies and procedures do not apply to those independent contractors providing services to the Township.

### 1.5 **Specially Funded Employees.**

Specially funded employees are persons who are compensated directly by a particular federal or state grant or program for work done on behalf of Georgetown Township. Specially funded employees are not considered regular Township employees. Where provisions of this Manual conflict with provisions of any existing agreement between the Township and the funding source, the agreement shall supersede the provisions of this Manual.

## 1.6 **Revisions.**

The policies and procedures contained in this Manual can be modified, amended or deleted at any time by a formal resolution of the Georgetown Township Board. Employees may submit suggestions for changes in writing. These suggestions will be maintained in a file and reviewed on an annual basis for possible revision of the Manual.

## 1.7 **Distribution of the Manual.**

All employees will receive a copy of the Georgetown Township Personnel Policies and Procedures Manual. All new employees will receive a copy of the Manual at the time of orientation. If requested, an applicant being considered for employment with the Township will be allowed to review the Manual.

## 1.8 **Nature of Employment.**

All Township employees are employed on an indefinite basis and are subject to discharge at any time, with or without notice, and with or without cause. This allows either the Township or an employee to terminate employment “at-will.” No person or group other than the Township Board has the authority to offer employment for any specified period of time or to make any contract contrary to the policies and benefits set out in this Manual. Moreover, no such agreement by the Township Board will be enforceable unless it is in writing and signed by the Township Supervisor after action by the Board.



## **2.0 SELECTION**

### **2.1 Selection Policy.**

In order to function effectively, the employment objective of the Township is to select personnel who meet high standards of job skills, educational qualifications, availability, character and who will become a vital part of the organization. No applicant will be discriminated against or given preference because of any factor that is not job related.

### **2.2 Size of the Work Force.**

The Township Board is responsible for the creation of all positions within needs and budgetary limitation of the Township. The Board through the Personnel Officer, is responsible for initiating layoffs and ordering recalls.

### **2.3 Recruitment.**

(a) The Personnel Officer, or his/her designee, shall be responsible for the recruitment of all Township Personnel, consistent with the Township's selection policy. In order to attract qualified applicants for full-time and part-time openings, the following procedures will generally be followed:

(1) There may be a posting of the vacant position on the Township's website.

(2) The position may be advertised in local newspapers and, if applicable, technical or professional publications.

(b) Posted job notices and advertisements may contain the job title, job summary, minimum qualifications and the phrase, "an equal opportunity employer, M/F." The Personnel Officer or his/her designee shall be responsible for composing the notices and advertisements.

### **2.4 Applications.**

(a) Persons desiring employment with the Township must complete an application form. Resumes may also be submitted to the Personnel Officer or his/her designee. Applications may be obtained from the Personnel Officer. All applications and resumes received will be retained by the Township pursuant to the Michigan Township Record Retention General Schedule #10.

(b) An applicant who is hired by the Township will be required to produce all documents and information required by the Immigration Reform and Control Act of 1986.

### **2.5 Screening.**

Following the deadline for submission of applications for a particular position, the Personnel Officer and/or his/her designees shall determine which applicants possess qualifications that meet the position's minimum qualifications. Further screening may include checking references and verifying past employment. Where applicable, applicants may be requested to show proof of any education, license or certification required to perform the job. Qualified applicants may be

scheduled for a personal interview. Supplying false information about qualifications, training and/or experience may be grounds for rejection of an applicant or, if hired, discipline or termination.

## **2.6 Interviews.**

Interviews will be conducted by the Personnel Officer and/or his/her designee. The interview will be conducted to further evaluate the training, experience, and skills of the applicant, as well as inform the applicant of the salary, benefits, organizational structure, and other relevant information about the position. All applicants rejected will be notified after the position is filled.

## **2.7 Physical Examination.**

(a) Each prospective employee given a conditional job offer may be required to have a medical examination and a blood screen test. This test and/or blood screen will be given by a physician designated by the Township. The physical examination and blood screen test shall be given at the expense of the Township and will determine if the prospective employee is physically/mentally able to perform the work either with or without accommodation as set forth in the job description. The Township will accommodate a disability where required by law, provided such accommodation does not constitute an undue hardship.

(b) Current Township employees may be required to have periodic physical examinations or blood screen tests when they are job related and consistent with business necessity. These examinations are at the expense of the Township and will be given by a physician chosen by the Township.

## **2.8 Hiring.**

The Township Board has final authority in determining which positions need to be filled. The Personnel Officer has the authority to hire employees to fill those positions or designate that task to department heads. The Personnel Officer shall take steps to assure the selection procedure is in accordance with equal employment guidelines and law.

## **2.9 Personnel Records.**

(a) A personnel file shall be maintained for each employee containing information necessary for effective personnel administration. A personnel file may contain: applications or resumes, beneficiary information, disciplinary history, record of positions held, record of leaves, retirement information and any other information that is relevant to an employee's qualifications for employment, promotion, transfer, additional compensation or disciplinary action. In accordance with federal and state law, a segregated, confidential medical record file is kept for each employee.

(b) Personnel files are maintained by the Personnel Officer and may be viewed by Board members and personnel designated by the Personnel Officer. Employees are given the opportunity to periodically review their records in accordance with state statute. Information in the employee's personnel file will be released to others only as provided by state law. Personnel files will be kept seven years after termination. Personnel files may not be removed from the Township Hall by any person without the consent of the Personnel Officer.

### **3.0 EMPLOYMENT**

#### **3.1 Orientation.**

All employees, on the first day of employment, will complete the necessary personnel forms. The Personnel Officer or his/her designee will review general work rules and policies with the employee. Each new employee will review the personnel policies and procedures Manual and sign a statement indicating he/she has received a copy. Any questions regarding the personnel policies and procedures will be answered at this time.

#### **3.2 Confidentiality.**

All information regarding the affairs of citizens and Township business shall be kept in strict confidence. This includes general business, tax accounts, anticipated changes in staff or management, or the affairs of citizens. All requests for nonroutine information from anyone should be sent to a supervisor. Only the Township Superintendent, or his/her designee, should discuss Township matters with the media.

#### **3.3 Performance Evaluations.**

(a) An employee's job performance may be evaluated at least annually. At these performance review sessions, we are attempting to accomplish two things:

First, we want to review all tasks assigned to the employee so that we can comment on how they are being handled. We will discuss performance and efficiency. Naturally, we will make suggestions for improvement on those areas that are presenting difficulty to the employee and compliment the employee on those duties that are being done well.

Second, we want to listen. Each session is planned so that we can talk about the employee's job. Many times the finest suggestions for improvement come from the employee. Together we can redirect our efforts in order to do better.

(b) Information derived from the performance appraisal will be combined with other information to determine eligibility for wage increases, promotion, and transfer, and to identify any training needs. Factors to be considered in the evaluation include, among other things, knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, and acceptance of responsibility. At the time of the discussion with the supervisor, the employee will be given the opportunity to examine the written evaluation, correct inaccuracies, and make written comments concerning any aspects of the evaluation. The written evaluation will then be made part of the employee's personnel file.

#### **3.4 Transfers and Promotions.**

(a) When a vacant position occurs, there may be a posting of the opening as stated in section 2.3 - Recruitment. Recruitment for these positions may be conducted from outside of the Township, as well as from current Township employees.

(b) Promotions, transfers and filling of job vacancies will be based upon job related skills, abilities, education, past job performance, and past work reliability. The selection decision will be based upon the qualifications of the applicant and the judgement of the personnel officer. Length of service or prior employment with the Township will not be a determining factor in the selection process.

### 3.5 **Conflict Of Interest.**

Employees are prohibited from owning any interest in, working for, or accepting compensation in any form from any of our citizens or suppliers. All employees are required to disclose in writing to the Township Superintendent any proprietary or financial interest they may have in any organization with which the Township does business so that a determination can be made as to whether a conflict of interest exists.

Nothing in this Manual is intended to restrict investment or require disclosure of any investment by the employee in a stock or other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers, provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.

### 3.6 **Layoff and Recall.**

In the event the Township Board decides to reduce staffing levels at the Township, employees will be laid off according to Township needs and the qualifications of employees. Recalls will be implemented with regard to qualification and the needs of the Township.

## **4.0 HOURS OF WORK**

### **4.1 Standard Work Day.**

The normal work week for full-time employees shall be forty (40) hours per week as scheduled by the employee's supervisor. The normal forty hour work week schedule of certain employees may be varied from time to time by the Township in accordance with the type of services performed and the needs of the Township.

### **4.2 Lunch and Rest Breaks.**

(a) Full-time employees are allowed two (2) fifteen (15) minute paid breaks each day, one in the morning and one in the afternoon. Part-time employees are allowed one (1) fifteen (15) minute paid break for every four (4) consecutive hours worked during a work day.

(b) Employees are allowed an unpaid lunch break. The length of the lunch break is determined by the employee's supervisor. Employees are prohibited from working during their lunch break.

(c) Breaks and lunch periods will be scheduled by the employee's supervisor.

### **4.3 Absences.**

(a) Employees are expected to be conscientious about reporting for work on time and when using sick leave. An employee is considered to be absent if he/she is not present for work during the prescribed work hours. An absence may be excused or unexcused. If the Personnel Officer determines that the employee's absence is due to illness, injury, or some other reasonable cause, the employee's absence will be considered excused and charged to an appropriate leave, if available.

(b) If the Personnel Officer determines that the employee's absence is unexcused, the employee will not be paid for the time not worked. Unauthorized and unexcused absences may subject an employee to disciplinary action. If an employee is absent without notifying the Personnel Officer within 15 minutes of the start of their shift the following actions may result:

First Offense	Written Reprimand
Second Offense	Suspension of five days without pay.
Third Offense	Discharge

(c) An unexcused absence for three consecutive days will result in automatic resignation with loss of benefits, unless due to extenuating circumstances beyond the control of the employee acceptable to the Township.

(d) Excessive absenteeism or tardiness will not be tolerated and may subject an employee to disciplinary action up to, and including, termination.

#### 4.4 **Recording of Hours.**

Both the Personnel Officer and the employee are responsible for assuring that an employee's work hours are properly recorded.

#### 4.5 **Severe Weather.**

(a) If severe weather necessitates the closing of the Township Hall, full-time salaried employees who were scheduled to work that day will be paid for the time not worked.

(b) If the Township Hall remains open and severe weather prevents an employee from getting to his/her work station, the employee will not be paid for time not worked. The employee may, with the approval of the Personnel Director or his/her designee, charge the time to vacation or other appropriate leave.

#### 4.6 **Overtime and Compensatory Time.**

(a) On occasion, overtime is necessary to complete a job or satisfy a citizen's needs. The success of the Township depends on providing high quality and timely service to citizens. Therefore, you are expected to work overtime when required. Your supervisor will attempt to give you as much advance notice as possible before overtime is scheduled and will attempt to distribute overtime work as equitably as possible.

(b) Overtime compensation or compensatory time off ("comp time") will be given to all nonexempt employees who work in excess of forty (40) hours during the normal work week. Overtime benefits will not be compounded for both holiday pay and hours over forty (40) in a week. Employees who qualify as administrative, executive or professional employees within the meaning of the state and federal wage and hour laws may be exempt from overtime pay and will not be subject to this policy. This overtime compensation shall be at one-and-one-half (1-1/2) times the employee's regular hourly rate in the case of overtime pay and one-and-one-half (1-1/2) times the number of hours actually worked in excess of forty (40) hours per week in the case of comp time.

(c) If possible, comp time should be taken in the same pay period as when it is earned. Comp time can be used only with the prior approval of the employee's supervisor or as allowed in this Manual and may be taken in one-half hour increments. Hours paid that are not actually worked, for example, holidays, vacations, sick leave, etc., do not count as hours worked for overtime purposes. It is Township policy to avoid overtime whenever possible, therefore, hours in excess of one's regularly scheduled work day may not be worked without the prior approval of the employee's supervisor.

(d) Comp time off shall be arranged in advance by the employee with the approval of their supervisor. A request for use of compensatory time may be denied, or cancelled if it would unduly disrupt the Township's operations. Compensatory time off may be accumulated to a maximum of 40 hours. Employees may request payment of accrued but unused compensatory time during the year and it will be paid as part of their regular paycheck. All accrued but unused compensatory time as of December 31 of each year will be paid to the employee at the rate of pay in

effect as of that date. Employees whose employment with the Township is terminated shall receive pay for accrued but unused compensatory time as required by law.

4.7 **Call-Out.**

A non-exempt employee, other than in the DPW, who is called to work outside his/her scheduled working hours shall be paid a minimum of one (1) hour at the applicable rate. Crossing guards shall be paid a minimum of one (1) unit in accordance with the schedule. This minimum guarantee shall not apply to hours of work which immediately precede or follow the employee's scheduled work hours.

## **5.0 CLASSIFICATION AND COMPENSATION**

### **5.1 Job Descriptions.**

(a) Job descriptions are written and maintained by the Personnel Officer. Each job description contains a descriptive title, summary of the responsibilities, a list of typical duties, and required minimum qualifications.

(b) Job descriptions may be reviewed annually by the Personnel Officer. In preparing job descriptions, several factors will be considered:

- (1) Input from supervisors;
- (2) Input from employees;
- (3) Consistency with other Township job descriptions; and
- (4) Legal requirements.

(c) If an employee feels his/her duties have changed during the year he/she may request in writing that his/her job be reviewed to determine if a change is necessary. Changes will be approved in the job description only if an employee's duties have changed significantly.

(d) Upon request, employees will be given a copy of their own job description. Candidates interviewed for job openings will also be given a copy of the job description. Duties listed in the job descriptions are meant as a general guide and are not all inclusive. An employee may be asked to perform tasks not specifically listed in the job description.

### **5.2 Payroll Procedures.**

(a) Pay periods are established by department and the Township Superintendent.

(b) Time reports must be turned in no later than Monday at 10:00 a.m. after the pay period or earlier if department needs require. If the time card is not in by Monday at 10:00 a.m., time will be entered into the next pay period and cause a two week delay in pay.

(c) Payroll deductions are made as required by federal and state law or by court order. Other deductions may be made for reasonable purposes if approved by the Township Board and with written approval and voluntary consent of the employee.

(d) As of May 1, 2011, the method of payment of wages to employees, appointees and elected officials shall be electronic in the form of a direct deposit or electronic transfer to the person's account at a financial institution or by the issuance of a payroll debit card. The implementation shall be in compliance with State law.



### 5.3 **Payroll Related Problems.**

Should an employee have any problem with the payroll procedure or the computation of his/her paycheck, the employee should inform the Personnel Officer. The Personnel Officer will inform the employee of the correct procedure to follow.

### 5.4 **Wage Advances.**

The Township will not advance money to employees against wages unearned or currently being earned by them.

### 5.5 **Garnishment of Wages.**

Georgetown Township will comply with any lawful court order to deduct a certain portion of wage from an employee's paycheck.

### 5.6 **Social Security Number Privacy Policy.**

(a) It is the policy of the Township to protect the confidentiality of Social Security numbers obtained in the ordinary course of Township business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the law and this privacy policy.

(b) **Obtaining Social Security Numbers.** Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy. Legitimate reasons for collecting a Social Security number include, but are not limited to:

(1) Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.

(2) Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.

(3) Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any Township employee benefit plans.

(4) Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

(c) **Public Display.** All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.

(d) Account Numbers. All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.

(e) Computer Transmission. All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.

(f) Mailed Documents. Township documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

(g) Freedom of Information Act. Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

(h) Storage. All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

(i) Access to Social Security Numbers. Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. Supervisors having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

(j) Disposal. Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

(k) Unauthorized Use or Disclosure of Social Security Numbers. The Township shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the law carry criminal and/or civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the Township for unlawful purposes.

## **6.0 SAFETY**

### **6.1 Policy.**

It is the policy of Georgetown Township to provide a healthy and safe place to work for each and every Township employee. Georgetown Township shall abide by and enforce all safety and health regulations as set by federal, state and local governments. All Township employees are urged to utilize good safety and health practices as dictated by job, location and circumstances. Employees should report any unsafe conditions or practices to their immediate supervisor or to the Personnel Officer.

### **6.2 Vehicles.**

Employees are required to use seat belts when operating or riding in Township vehicles equipped with these devices. Vehicles are to be operated in a safe manner consistent with weather and road conditions. Operating or riding in Township owned vehicles or equipment in an unsafe manner is grounds for disciplinary action.

### **6.3 Clothing.**

Employees working in or around moving equipment should not wear loose fitting clothing, necklaces, watches, rings, bracelets or any other type of clothing or jewelry that could become entangled in or catch on such equipment.

### **6.4 Injuries.**

On the job injuries, even minor ones, must be reported immediately to the immediate supervisor or Personnel Officer by the injured employee. An accident report shall also be completed and submitted to the Personnel Officer.

### **6.5 MIOSHA.**

The Township will follow all MIOSHA guidelines and regulations for safety and health, including requiring approved clothing and footwear of all employees. Disregard of MIOSHA guidelines and regulations may subject an employee to disciplinary action.

### **6.6 Michigan Right to Know Law and Occupational Safety and Administration Standard.**

(a) Pursuant to the Michigan Right to Know Law and the Federal Occupational Safety and Administration Standard, Georgetown Township has adopted a hazard communication program which is available in the Township office for review by any interested employee. It is the intent of Georgetown Township to rely on the material safety data sheets (MSDS) provided by the various manufacturers for each of their chemicals since we lack the in-house resources and experience to conduct an adequate hazard evaluation. All MSDS's for manufactured chemicals will be updated annually.

(b) With regard to employee owned chemicals, Georgetown Township has adopted a strict policy covering employee owned chemicals. Any employee who wishes to bring nonexempt

chemicals into the workplace must first complete a written request form which lists the name of the chemical, the manufacturer, the manufacturer's address, and the reason for the request. All completed request forms will be transmitted by the employee's supervisor to the person designated for maintaining the material safety data sheets for Georgetown Township as set forth in their hazard communication program. The reviewing authority will attempt to secure the material safety data sheets (MSDS) from the appropriate manufacturer. If it is subsequently determined that the chemical the employee wishes to bring into the workplace poses no new or excessive risk, permission will be granted allowing the chemical to be brought into the workplace.

#### **6.7 Workplace Violence.**

(a) The Township is committed to maintaining a safe work environment for its employees. In furtherance of this policy, all employees are required to be sensitive to situations which could result in workplace violence and to take all necessary steps to avoid, and refrain from, situations which could lead to workplace violence. Threats, intimidation, harassment, physical attacks, and other acts of violence are considered inappropriate and unacceptable behavior in the workplace. The Township will take appropriate action when these situations occur. Any employee who is found to perpetrate or participate in such actions will be subject to disciplinary action up to and including termination.

(b) Any employee who has knowledge of any actions which they believe could lead to an episode of workplace violence should immediately report the situation to their supervisor or any member of management. In addition, any employee who has knowledge of any person, including nonemployees, who threatens to commit violence on Township premises should notify their supervisor or any member of management.

## **7.0 EMPLOYEE GUIDELINES**

### **7.1 Political Activity.**

(a) Employees are free to express their wishes and desires concerning political activities. However, an employee whose position is funded by a federal grant (excluding anti-recession fiscal assistance and federal revenue sharing) or an employee under a federal program may not be a candidate for a partisan elective office. Employees who become candidates for a Township office must request a leave, without pay, at the time he/she complies with candidacy filing requirements. Employees that are elected to a Township office are required to resign.

(b) Employees may not use their Township position for any political purpose or engage in political activities during working hours, such as wearing political buttons, soliciting political contributions, or displaying political bumper stickers or posters on Township vehicles or property.

### **7.2 Petitions.**

Circulating petitions, political or otherwise, by employees is prohibited during working hours, and in work areas.

### **7.3 Collections, Solicitations.**

Employees are not permitted to solicit donations or sell merchandise to the general public during working hours.

### **7.4 Visitors.**

Employees are permitted to have visitors in the office but are asked to use discretion and keep such visits to a minimum.

### **7.5 Personal Phone Calls.**

(a) Employees are permitted to make brief, personal local calls. While such calls are permitted, employees are asked to exercise discretion and to keep such calls to a minimum.

(b) Employees are permitted to make long distance or toll charge calls of a personal nature, but must reimburse the Township for the cost of such calls.

### **7.6 Outside Employment.**

(a) Employees are expected to devote their primary work efforts to the business of Georgetown Township. However, employees may accept employment in addition to their work with the Township provided:

(1) Such employment does not constitute a conflict of interest with the employee's duties at the Township.

(2) Such employment does not interfere with the employee's job with the Township.

(3) Such employment does not by reason of association, have any negative effect on the Township.

(4) Such employment is not during the employee's regular working hours, or does not interfere with any standby requirements.

(b) Employees are encouraged to discuss any possible outside employment with the Personnel Officer.

#### 7.7 **Computer System Usage.**

(a) The Township's computer systems (including all hardware and software) are the exclusive property of the Township and are provided for creating and transmitting Township-related information. The Township treats all computer files, including electronic mail (e-mail) sent or received, as information belonging to the Township. In that regard, the Township has the capability and reserves the right, with or without notice, to access, monitor, review, copy and/or delete any computer files, including e-mail sent or received, and all web site communications and/or transactions.

(b) Employees should not expect personal files or e-mails to be protected from review by other employees. In addition, security passwords do not imply confidentiality and all of these passwords must be disclosed to the Township. As a result, employees should not use the Township computer systems to create or transmit any information they wish to keep private.

(c) Employees must exercise extreme caution when creating or transmitting Township information and this information should not be transmitted to individuals who are not authorized to receive it. Only authorized Township representatives are permitted to speak on behalf of the Township via the computer system.

(d) Unless specifically authorized, employees should refrain from engaging in dialogue about confidential, proprietary, or non-public information involving the Township or any employee, citizen, or contact. Any employee that receives such requests for information should direct the inquiry to a supervisor. The Township computer systems should not be used to solicit or promote commercial ventures, religious or political causes, or outside organizations unless authorized by the Township.

(e) **E-mail:** When transmitting messages via e-mail, employees should consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Because of these concerns, employees are required to maintain the highest standards of courtesy and professionalism when transmitting e-mail. The e-mail system is not to be used to create any harassing or offensive messages. Offensive messages include any messages that contain sexual implications, racial slurs, gender-specific comments, or other comments that offensively address race, age, sexual orientation, religious or political beliefs, national origin, height, weight, marital status or disability.

(f) **Internet:** Some employees may have access to the Internet for Township-related purposes. The Township has the capability to review web site access. Employees should not have any expectation of privacy regarding web sites accessed through the computer system. Computer systems may “leave tracks” at web sites visited. Because of the nature of our business, any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism.

(g) **Software:** The Township prohibits the unauthorized use of Township software. The Township expects its employees to conduct themselves responsibly in this regard. Employees should refrain from making or using unauthorized copies of software programs.

(h) **Procedure for Reporting Abuse of Computer Privileges or Violation of this Policy:** Use of the computer system to engage in any communications that are in violation of any Township policy, including but not limited to the acquisition, possession or transmission of defamatory, obscene, offensive, or harassing material, is strictly prohibited. If you are harassed or discriminated against through the use of the Township computer system, you must immediately report this to your supervisor, the Personnel Officer or the Township Supervisor. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

#### 7.8 **Substance Abuse Policy.**

(a) The Township believes that the abuse of alcohol and use of illegal drugs are harmful to the employee, workplace and society. Obviously, the unlawful manufacture, distribution, dispensation, possession, use or sale of illegal drugs or alcohol on Township premises or while conducting Township business is prohibited. Also, being under the influence of illegal drugs or alcohol on Township premises or while conducting Township business is also prohibited since this unnecessarily endangers the health and safety of not only yourself, but your fellow employees. Violation of this policy will subject the offending employee to disciplinary action up to and including discharge.

(b) Because of the seriousness of this problem, all applicants for employment may be required to undergo drug and alcohol testing at the discretion of the Township. Active employees may be required to undergo this testing upon reasonable suspicion of a violation of this policy. This testing will be performed by a reputable hospital or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the Township, and the employee will be transported to and from the testing center. Should the test prove negative, the employee will be returned to work without discipline or loss of pay. Positive testing of drug or alcohol use or abuse, refusal to submit to this testing, or a diluted or adulterated test will be grounds for discipline up to and including discharge.

(c) An employee’s use of legal or prescription drugs can pose a significant risk to the safety of the employee and others. In order to determine job-related consequences, all employees are required to notify the Personnel Officer, bring in any necessary doctor’s authorization, and receive authorization to work while using any legal or prescription drugs that could impact the employee’s safety or job performance. The Township reserves the right to require additional documentation at any time.

(d) This policy encompasses and includes by this reference all of the provisions of the United States Department of Transportation Controlled Substance Testing Regulations as they apply to drivers and supervisory personnel. These regulations mandate the random testing of truck drivers and the training of these drivers and their supervisors in the issues of substance abuse.

(e) Also, pursuant to the *Drug Free Workplace Act of 1988*, you must notify the Township of any criminal drug statute conviction for a violation occurring in the workplace. This notification must be given within five (5) days after such conviction.

(f) The Township has established an Employee Assistance Program (EAP) to inform you about the dangers of drug abuse in the workplace and to help you understand the Township's policy of maintaining a drug-free workplace. Contact the office for more information.

(g) All employees must abide by the terms of this Substance Abuse Policy if they are to remain employees of the Township. FOR EVERYONE'S HEALTH AND SAFETY, PLEASE HELP US MAINTAIN A DRUG AND ALCOHOL-FREE WORK ENVIRONMENT.

#### 7.9 **Personal Photocopying.**

Employees making personal photocopies will reimburse the Township according to the fee schedule in effect.

#### 7.10 **Personal Use of Township Equipment.**

(a) With the exception of DPW employees, the use of Township vehicles is provided for business purposes only and personal use is strictly prohibited. Non-employee passengers shall not be transported in the Township vehicle without the prior written authorization of the Township Superintendent. Violation of this policy may result in immediate discharge.

(b) Subject to the Township's approval, DPW employees may elect to use a Township vehicle for the purpose of reporting to work from their residence. The employee shall reimburse the Township through payroll deduction at the established mileage rate for such personal use of the vehicle.

#### 7.11 **Work Related Seminars/Conferences.**

(a) Georgetown Township may pay the cost of conferences which are necessary in order to maintain certification provided that they are approved by the immediate supervisor and the Personnel Officer. Additionally, employees may attend up to one conference per year, related to work, subject to the approval of the immediate supervisor and the Personnel Officer. Failure to receive the approval shall result in the employee being responsible for the expense.

(b) An employee may request to attend a conference, at his own expense, during working hours which shall be subject to approval of the immediate supervisor and the Personnel Officer.



## **8.0 DISCIPLINARY ACTIONS**

### **8.1 Purpose.**

(a) As in any organization, rules governing the conduct of all employees are as necessary as regulations governing the conduct of people who live in our community. We try to keep our rules to a minimum, but there are some which are necessary for the Township to run smoothly and for the protection of all employees. Persons who tend to “play by their own rules” usually end up trespassing on the rights of other people and are not members of our team. We will make an effort to help such employees correct their conduct, but the primary responsibility for abiding by the rules rests with you.

(b) Any employee who violates any of the Township’s rules or general standards of good employee conduct shall be subject to disciplinary action. While employment at the Township is at will, in some cases the disciplinary action may result in either verbal or written warnings, suspension or discharge. The Township will assess numerous factors in determining the degree of discipline rendered. Among others, these factors include the severity of the violation, impact on the Township, state and federal laws, extenuating facts and circumstances, and the general facts and circumstances of the incident. The following list of offenses is not meant to be all inclusive, but is only meant to be used as a guideline. Failure to use common sense and good judgment may also result in disciplinary action. Each department may have additional specific departmental rules and/or regulations which are applicable to employees working in that department. Generally, departmental work rules will be posted in the work area.

#### **Major/Serious Offenses**

- Abusing or destroying Township property or the property of others
- Any offense of a serious nature not in the best interest of the Township or its employees, including violating any policy set out in this Manual
- Being arrested or convicted of a serious criminal offense
- Creating or contributing to unsanitary or unsafe conditions
- Deliberately restricting quantity and quality of work, or asking others to do the same
- Disclosing confidential Township information
- Discourteously treating other employees, vendors, citizens, or visitors
- Excessive absenteeism or tardiness
- Failing to complete a day’s work assignment
- Failing to report personal injury, accident or defective equipment
- Failing to use safety devices
- Falsifying of Township records
- Fighting, immoral conduct, threats or intimidation
- Gambling on Township time or premises
- Harassment of any type
- Horseplay and violating safety rules
- Insubordination

- Intimidating fellow employees or others
- Leaving your job without proper authorization
- Loafing or being away from your job unnecessarily
- Making or publishing of false, vicious or malicious statements concerning anyone, the Township or its services
- Negligence or inferior work resulting in excessive scrap, breakage of tools or equipment, or wasting materials or supplies
- Performing personal work on Township time
- Possessing a dangerous or deadly weapon on Township time or premises
- Possessing, selling, using or being under the influence of drugs or alcoholic beverages on Township time or premises
- Refusing or failing to do a job assignment
- Removing Township tools from the premises for personal use
- Reporting a false reason for absence
- Sexual harassment
- Sleeping on the job
- Theft or dishonesty
- Unauthorized carrying of passengers in Township vehicles
- Unauthorized use of Township property, records, tools, or equipment
- Using abusive or profane language
- Violating safety rules
- Working another job while absent

#### Other Offenses

- Careless workmanship
- Deliberately distracting the attention of others
- Disregarding common safety practices
- Eating and drinking at workstation without supervisor's approval
- Excessive time at rest periods
- Failing to attend scheduled meetings
- Failing to complete reports and time sheets promptly and accurately
- Failing to follow instructions
- Failing to maintain acceptable standards of personal hygiene
- Improper language
- Improper use of Township property
- Irregular attendance
- Leaving job before quitting time
- Other offenses determined by the Township not to be in its best interest or the best interest of its employees, suppliers or citizens
- Posting written printed matter in any form on Township premises without supervisor's approval
- Smoking during unauthorized times or in unauthorized areas

- Unauthorized solicitations or distributions
- Unsafe driving when entering or leaving Township property
- Wasting of time or loitering during working hours

(c) The foregoing examples and penalties apply while you are at work or while you are off-duty but on Township premises. They also apply when you are away from Township premises to the extent that such behavior, in the Township's judgment, harms or could harm the Township's reputation and/or services, renders you unable to perform your duties or appear at work, or leads to refusal, reluctance or inability of other employees to work with you.

## **9.0 PROBLEM SOLVING PROCEDURE**

### **9.1 Eligibility.**

All employees are eligible to use the problem solving procedure to present and settle disputes concerning the administration and interpretation of Township personnel policies and procedures and other work-related actions, except that employees may not appeal a discharge action.

### **9.2 Procedure.**

Step One: Employees wishing to discuss a problem must approach the Personnel Officer within five working days following the action initiating the complaint and attempt to settle the difference on an informal basis. It is the employee's responsibility to assure that the Personnel Officer is aware of the nature and seriousness of the problem. Every effort shall be made to satisfactorily settle the complaint in this manner.

Step Two: If the problem is not satisfactorily resolved through the verbal procedure, the employee may reduce the problem to writing with all the facts outlined and present it to the Personnel Officer within two working days after the verbal discussion. The Personnel Officer may give the employee a written answer.

Step Three: If the problem is still unresolved, it may be submitted to the Finance and Personnel Committee within three working days after the written disposition of the Personnel Officer is received or should have been received. The committee shall investigate the problem, correlate all the facts and give the employee a written answer.

Step Four: If the problem is not resolved, the employee may present the problem to the Township Board at the next regularly scheduled meeting. The Board will act on the grievance. The Township Board's decision will be final and official ruling of the Township.

### **9.3 Unlawful Harassment Policy.**

(a) It is the policy of Georgetown Township that all employees are responsible for assuring that the workplace is free from unlawful harassment. Accordingly, Georgetown Township will not tolerate any form of unlawful harassment in the workplace which is based upon a person's religion, race, sex, color, national origin, age, height, weight, marital status, non-disqualifying disability or any other protected characteristic.

(b) Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: (i) submission to such conduct is made either an express or implied term or condition of employment; (ii) submission to or rejection of such conduct is the basis for employment decisions; or (iii) such conduct unreasonably interferes with the individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Examples of such conduct might include: off-color jokes, cartoons, nicknames; propositions; repeated unwanted social

invitations; crude gestures; inappropriate touching or pinching; sexually suggestive objects or pictures; suggestive or insulting sounds; or verbal or physical abuse of a particular gender group.

(c) Other unlawful harassment constitutes any behavior or pattern of behavior, physical or verbal, that creates an intimidating, hostile or offensive work environment, creates an unreasonable interference with an individual's work performance, or otherwise adversely affects employment opportunities. Unlawful harassment includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts related to protected characteristics such as race, color, religion, gender, national origin, age, or disability; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of a protected classification that is placed on walls, bulletin boards or elsewhere, on Township premises or circulated in the workplace.

(d) Any employee who has a complaint of unlawful harassment at work, by anyone, including supervisors, co-workers or visitors must bring the problem to your Supervisor, the Personnel Officer or any other Township official. All complaints will be handled in a prompt manner. The privacy of the charging party and person accused of the sexual harassment will be protected to the extent reasonably practicable.

(e) An employee will not suffer adverse employment consequences for making a good faith complaint or taking part in the investigation of a complaint. The Township will take appropriate corrective action, including disciplinary actions, when justified, to remedy all violations of this policy.

## **10.0 TRAVEL AND REIMBURSEMENT POLICY**

### **10.1 Mileage.**

(a) Employees using their personal vehicle for Township business will be reimbursed at the established rate. All travel must have the prior approval of the Personnel Officer. Travel must be documented on a travel voucher and submitted to the Clerk's office.

(b) No employee or official shall be reimbursed for travel from his/her home to their place of regular employment.

### **10.2 Lodging.**

(a) Employees will be reimbursed for actual expenses incurred for lodging while on approved Township business. Employees must obtain receipts for lodging and document all expenses on the travel voucher.

(b) When an employee, on travel status, shares a hotel or other lodging with other travelers, reimbursement to the traveler will be as follows:

(1) If hotel lodging is shared with one or more travelers who receive no travel reimbursement from the Township, reimbursement will be at the single occupancy rate of the hotel or motel, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.

(2) If hotel or other lodging is shared by two or more Township employees, reimbursement will be a proportionate amount of the bill, based on the number of persons occupying the rooms. It is encouraged, where feasible, that travelers share the same room. Lodging reservations should be made through the Personnel Officer.

### **10.3 Meals.**

Employees traveling on Township business shall be reimbursed for reasonable actual expenses for meals not to exceed Federal guidelines. Requests for reimbursements must be accompanied by receipts.

### **10.4 Other Expenses.**

(a) Reimbursement for other expenses, such as baggage handling, parking, tolls, taxis, public transportation, and other attendant expenses, may be allowed if approved by the Personnel Officer. Under no circumstances will expenses of a personal nature be included in a charge against public funds.

(b) The reimbursement for the use of taxis or other forms of public transportation shall be limited to trips necessary for the conduct of official Township business.

#### 10.5 **Gratuities.**

It is recognized that gratuities are a necessary expense of doing business. Reimbursement shall be granted, but in no case shall exceed 15% of a valid charge.

#### 10.6 **Compensation for Time Worked Only.**

Employees who are on travel status will be compensated as required by law. Time worked includes business related activities and transportation to and from the activities during regular working hours. Time worked does not include lunch breaks, entertainment, and overnight lodging. The Personnel Officer will determine time worked on the employee's travel report. Overtime compensation will be in accordance with the overtime provisions in this policy Manual.

#### 10.7 **Travel Vouchers.**

Travel vouchers, available from the Personnel Officer, will be completed to include the following information:

- (1) Date and time of departure from Georgetown Township.
- (2) Date and time of return to Georgetown Township.
- (3) Purpose of trip.
- (4) Total distance traveled in miles, if driven.
- (5) Record of all meals, lodging and other expenses incurred on the trip.
- (6) Amount of travel advance, if any.

#### 10.8 **Travel Advance.**

Employees may request a travel advance from the Personnel Officer to cover anticipated travel expenses. The employee is required to fully complete and submit the travel voucher upon return from the trip. The amount of the advance should be noted on the travel voucher. Any money received in excess of actual expenses must be returned to the Township.

#### 10.9 **Reimbursement for Husbands or Wives.**

Expenses of husbands or wives of Township officials or employees who attend conferences or conventions out of the Township shall not be aided by public funds.

#### 10.10 **Reimbursement for a Legitimate Reimbursable Purchase, Cost or Time Spent.**

Any request for reimbursement of a legitimate reimbursable expense for a purchase, a cost or time spent shall be submitted to the Township office within one hundred (100) days from the date of the occurrence. Any request for reimbursement of an expense made after one hundred (100) days from the date of the occurrence shall not be paid. The supervisor of the employee's department shall be responsible to determine if an expense is a legitimate reimbursable expense related to the operation of the Township. Under no circumstances will expenses of a personal nature be included in a charge against public funds.

## **11.0 TERMINATION**

### **11.1 Resignation.**

An employee who resigns from Township employment should give at least two weeks written notice to the Personnel Officer. The Personnel Officer will notify the Township Board of any full time vacancies. The notice of resignation will be included in the employee's personnel file.

### **11.2 Discharge.**

An employee to be terminated for disciplinary reasons will be given a written notice by the Personnel Officer with termination effective immediately. The Personnel Officer will notify the Township Board.

### **11.3 Pension.**

The Township provides a pension program for all full time employees, Supervisor, Clerk, Treasurer and Trustees. Eligibility requirements and details of benefits are contained in the plan documents. Eligible employees will be provided a Summary Plan Description.

### **11.4 Final Compensation.**

(a) Final paychecks for employees who have resigned or retired will contain wages and compensation for unused vacation days accrued to the effective date of termination.

(b) If discharged, the employee will be paid for wages accrued to the date of termination, however, unused vacation days will be forfeited. Employees who have resigned will receive their final paycheck as soon as the amount can be determined. The final paycheck for retired employees will either be mailed to the address given at the exit interview or picked up at the Township Hall, at the employee's option.

### **11.5 Exit Interview.**

(a) In order to document the reasons for turnover with the Township, each terminating employee will meet with the Personnel Officer for an exit interview. During this interview, the employee will be given the opportunity to explain the reason(s) for leaving. Any items belonging to the Township will be turned in at this time. A "Notice of Termination of Employment" form will be completed and filed in the employee's personnel file. If an employee does not wish to give a reason for leaving, the fact will be noted on the form.

(b) If the employee is not available for an exit interview, the "Notice of Termination of Employment" must still be completed noting the employee was unavailable for the interview.



## **12.0 ACKNOWLEDGEMENT**

### **ACKNOWLEDGMENT** (Employee Copy)

Nothing in this Manual is intended to create or constitute an employment agreement with you.

The employee agrees to conform to the rules, policies and procedures of the Township. Notwithstanding any other provision in this Manual, the employee has the right to terminate this employment relationship at any time for any reason. Of course, the Township reserves this same right. It is understood that no supervisor or other representative of the Township, other than the Township Board, has any authority to enter into any agreement for employment with you or to make any agreement with you contrary to the provisions set out in this Manual. Any such agreement must be in writing and be signed by the Township Board before it will be deemed effective.

All decisions by the Township as to intent, interpretation or application of these policies shall be binding upon the employee. The Township will apply all policies in accordance with appropriate federal and state laws.

The Township reserves the right to change the policies in this Manual at any time. This Manual supersedes all prior handbooks, manuals, agreements and policies whether orally established or set out in writing and the most recent change shall be binding on you.

The employee consents to the publication of his/her photograph in any Township publication and hereby releases the Township and its agents from any and all liability for the use of this picture or news story.

The undersigned employee acknowledges that he/she has received the Township Manual and has agreed to abide by its terms and conditions. It is the employee's responsibility to read this Manual and to ask questions about anything that he/she does not understand.

## **ACKNOWLEDGMENT** (Employer Copy)

Nothing in this Manual is intended to create or constitute an employment agreement with you.

The employee agrees to conform to the rules, policies and procedures of the Township. Notwithstanding any other provision in this Manual, the employee has the right to terminate this employment relationship at any time for any reason. Of course, the Township reserves this same right. It is understood that no supervisor or other representative of the Township, other than the Township Board, has any authority to enter into any agreement for employment with you or to make any agreement with you contrary to the provisions set out in this Manual. Any such agreement must be in writing and be signed by the Township Board before it will be deemed effective.

All decisions by the Township as to intent, interpretation or application of these policies shall be binding upon the employee. The Township will apply all policies in accordance with appropriate federal and state laws.

The Township reserves the right to change the policies in this Manual at any time. This Manual supersedes all prior handbooks, manuals, agreements and policies whether orally established or set out in writing and the most recent change shall be binding on you.

The employee consents to the publication of his/her photograph in any Township publication and hereby releases the Township and its agents from any and all liability for the use of this picture or news story.

The undersigned employee acknowledges that he/she has received the Township Manual and has agreed to abide by its terms and conditions. It is the employee's responsibility to read this Manual and to ask questions about anything that he/she does not understand.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_